



HEADQUARTERS TEXAS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
553 Terry Crawford Drive
Nacogdoches, Texas 75964



Texas Wing

General Operations Plan

**Standard General Operating Procedures for
Search & Rescue, Disaster Relief & Homeland Security**

Wing Check Pilot Refresher Course



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A APPLICATION FOR TXWG SENIOR MEMBER ACTIVITIES

1. EXECUTIVE SUMMARY:

- a. This event is authorized in accordance with CAPR 60-2 "Pilot Flight Clinics" designed to promote pilot proficiency and enhance flying safety.
- b. Host Unit
- c. Mission Symbol
- d. WMIRS Mission Number
- e. Start Date
- f. End Date
- g. Training Capacity
- h. Restrictions
- i. Financial
 - i. Funding
 - ii. Event Tuition
 - iii. Applicants for Y CPRC must meet the requirements of 60-1 as well as the Texas Wing Policy Letter on Check Pilots.
 - iv. Planning Factors (See <http://www.100ll.com/> for average south Central U.S. fuel prices.)

TYPE	PPH	\$/GAL	\$/HR
C172	7	\$5.83	\$40.46
GA8	9	\$5.83	\$52.08
C182	13	\$5.83	\$75.14

- j. Military Support
- k. Other agency participation
- l. OES Training Number.....
- m. Communications
 - i. Mission Base.....(If used) Radio communications will be coordinated with the Activity Director and will be maintained by qualified radio operators using the home unit communications equipment.
 - ii. Flight Line Teams.....(If used) Approved hand held radios.
 - iii. Aircraft.....Aircraft must have functioning FAA standard radios.
 - iv. High Bird(If used) Aircraft must have functioning FAA standard radios
- n. Ground School Location:
 - i. Name.....
 - ii. Address
 - iii. Airport.....
 - iv. Building #
 - v. Remarks
- o. Flight Operations
 - i. Location.....
 - ii. Remarks.....
- p. Activity Director
 - i. Name.....
 - ii. Email
 - iii. Phone
- q. Flight Release Officer
 - i. Name.....
 - ii. E-Mail
 - iii. Phone
- r. Timing
 - i. Application Deadline ..
 - ii. Early Arrival.....
 - iii. Normal Arrival
 - iv. Sign-In/Registration....
 - v. General Briefing
 - vi. Ground School
 - vii. Air Sorties.....
 - viii. Alternate Dates
 - ix. Mission Closeout,NLT 1800L,

_____, Texas Wing, Civil Air Patrol will conduct a Wing Check Pilot Standardization Course at _____. Two days prior to class room activities will be available for Check Pilot Examiners (CPEs) Form 5 check rides in preparation for the main course on Saturday and Sunday, Monday will be a completion and reposition day. The class size will be limited to 15 trainees. If additional CPEs and aircraft become available, additional slots will be opened. Preference will be given to current Check Pilots expiring before, 31 December, first time Check Pilot applicants in turn. Mission Check Pilots are invited to attend, especially if their MCP status expires before, 31 December, or if they have never attended a WCPRC. All current Texas Wing Check Pilot Examiners in Texas Wing are requested to attend as instructor/evaluators.

In the event of inclement weather, the backup date will be _____.

The class room activities will begin at 0800 on Saturday, and will consist of approx. 6 hrs of case studies and discussion on check pilot issues. The course will conclude with the completion of a Form 5 check ride in either the Cessna 182 or 182T Nav III aircraft for Check Pilots, and a Form 91 check ride in a Cessna 172 for Mission Check Pilots. All course requirements are expected to be completed by 1700 on Sunday.

2. PURPOSE:

The primary purpose of this course is the evaluation of the Check Pilot applicant. Each applicant is expected to complete the on-line NCPRC prior to the course. Check Pilots will be evaluated to the FAA Flight Instructor Practical Test Standards. Mission Check Pilots will be evaluated to the TXWG Mission Pilot PTS.

3. APPLICATIONS:

Application paperwork is requested entirely by electronic means. No signatures are required. Approval by email forwarding using the Word document file attachments is requested and encouraged. Faxes will not be accepted. All prospective attendees must have electronic documents approved by their Unit CC, and Gp CC, then forwarded to the Activity Director.

All prospective attendees must submit the special TXWG Form 17a, attached to this Ops Plan, to the Activity Director. The unit CC's email will also verify that the applicant is current and compliant with all safety briefing and other requirements. **YOU WILL NOT BE CONSIDERED FOR THE COURSE IF THE TXWGF 17a IS NOT SUBMITTED AND COMPLETELY FILLED OUT.** All TXWGF 17a's must be received by, _____, to allow sufficient time for planning and logistical support. The applicant's TXWGF 17a must be approved by the Activity Director prior to attendance. **DO NOT ATTEND WITHOUT PRIOR APPROVAL.** Notification of approval will be via email, so indicate email address in the Special Information section of the 17a. If a Check Pilot Examiner would like to attend as an instructor or evaluator, he/she will still need to submit a TXWGF 17a by, _____.

4. SAFETY

SAFETY IS THE TOP PRIORITY

All prescribed safety and functional checklists will be used and adhered to. A safety briefing will be provided by the host unit's safety officer. The safety briefing will include the following:

- **Required ORM procedures**
- **Local hospital and 911 info**
- **Emergency plans and contact info**
- **Collision avoidance procedures during flight operations**
- **Aircraft handling and surface operations**
- **Local airport procedures**
- **NOTAMS, TFRs, and weather**
- **Ongoing safety evaluation**

Prior to the course an ORM risk management plan will also be prepared by the host unit's safety officer.

All aircraft attending this activity shall have, within one week prior to departure from home base, a CAPF 71 completed, signed, and dated. A copy of this inspection form must be presented to the Activity Director upon arrival of the aircraft.

5. AIRCRAFT OPERATIONS:

All operations will be conducted from _____ . All attendees **MUST** be familiar with the Class B floor and operations at controlled and uncontrolled airports. Most flight operations, during the course, will be conducted outside of Class B airspace. Working areas will be plotted for non-conflict during air operations. Satellite operations during check rides may be conducted at other airports in the area, at the discretion of the Check Pilot.

Questions concerning parking and tie-down should be addressed to the Activity Director. Fuel and maintenance requirements should be identified early so that aircraft can be properly prepared to avoid required routine maintenance during the event. Cessna 182 fuel tanks should be filled **ONLY** to the bottom of the filler neck so that three people can go out on each sortie. If one of the Cessna 172R's or one of the long-range 172's are used, they should also only be fueled to the 30 gallon mark.

6. ADMINISTRATION

All sorties will utilize WMIRS and eFlight Release procedures. The full complement of sortie paperwork will be completed for each sortie flown. Check Pilots are expected to mentor CAP pilots in the correct execution of mission paperwork. To do this we must become proficient in paperwork ourselves. A mission number will be assigned in WMIRS where pilots will upload their documents. The minimum documentation includes:

- **CAPF 71 - inbound sortie only**
- **ORM worksheets**
- **Weight and balance**
- **CAPF 104 - all sorties**
- **TXWG credit card and fuel used forms**

All CAPF 5 documentation will be loaded into eServices for validation **AFTER** the check flight.

Outbound sortie paperwork and reporting must be completed and returned to the Activity Director, by email, NLT 24 hours after sortie recovery.

7. LOGISTICS

_____ will be the host unit(s) for this course. The logistics officer is TBD. The CO will be _____. Please contact the Activity Director for any additional information or questions you may have regarding times, lodging, arrival locations, aircraft arrivals & departures, and other logistical items.

8. LODGING:

If lodging is required, the affected members are responsible for making lodging arrangements.

9. TRANSPORTATION:

CAP transportation will not be provided.

10. MEALS:

Lunch on both days will be delivered to the airport terminal. Other meals will be at the discretion of the participants.

11. COST:

The cost will be ~~XXXXXX~~ per attendee, including Check Pilot Examiners, to cover course materials and meals. The fee will be paid upon registration.

ATTACHMENT A APPLICATION FOR TXWG SENIOR MEMBER ACTIVITIES

(This is an application only!)		(Confirmation of acceptance is required)	
1. TITLE OF ACTIVITY		2. LOCATION OF ACTIVITY	3. DATE OF ACTIVITY
4. LAST NAME, FIRST NAME, MIDDLE INITIAL		5. CAP GRADE	6. CAP ID #
7. ADDRESS (Street #, City, State, Zip Code)		8. TELEPHONE NUMBER:	
		9. PREVIOUSLY ATTENDED:	
10. CAP DUTY ASSIGNMENT		11. CAP UNIT NAME:	
12. CAP AERONAUTICAL RATINGS		13. CHARTER NUMBER:	
DATE OF LAST FORM 5:		14. DATE JOINED CAP:	
DATE OF LAST MEDICAL:		15. DUTY APPLYING FOR AT THIS ACTIVITY	
# HRS PIC: MISSION RATED:		16. ACFT #	TYPE: CORP:
17. EMERGENCY SERVICES SPECIALTIES		18. LIST OF PASSENGERS	
19. SPECIAL INFORMATION FOR THIS ACTIVITY			
20. REASON FOR WANTING TO ATTEND THIS ACTIVITY			
21. MEDICAL INFORMATION			
22. REMARKS (Use additional sheet if necessary)			
23. APPLICANT SIGNATURE			DATE
21. ACTION BY SQUADRON COMMANDER		25. SQUADRON CMDR SIGNATURE	DATE
26. REMARKS:			
27. ACTION BY GROUP COMMANDER		28. GROUP CMDR SIGNATURE	DATE
29. REMARKS:			
30. ACTION BY WING COMMANDER		31. WING COMMANDER SIGNATURE	DATE